



SENECA STUDENT FEDERATION INCORPORATED
(Newnham) Local Branch Council Meeting Minutes
PUBLIC SESSION

Newnham
Tele Conference (College closed due to COVID-19)

June 8, 2020
11:30 a.m.

Student Representatives Present: (Voting Members)

Palak Chawla	Vice President/Chair, Newnham/SSF Inc.
Sonia Hoxha	Coordinator, Newnham /SSF Inc.
Raj Raval	Coordinator, Newnham /SSF Inc.
Ritik Sharma	Coordinator, Newnham /SSF Inc.

Student Representatives Regrets: (Voting Members)

None

Student Representatives Absent: (Voting Members)

None

Guests Present:

Ammar Abdulatheem	Manager, Newnham/SSF Inc.
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1. Call to Order

This meeting is called to order at 11.36 am.

- The Newnham LBC Meeting #3 for the 2020/21 term was called to order at 11:36 a.m. by VP, Palak Chawla.

2. Introductions/Announcements

- VP, Palak Chawla informed that she received the confirmation about her program being entirely online in the fall semester. The council members confirmed that they will be studying online as well.
- VP, Palak Chawla informed that Ancillary fees will be mandatory in Fall semester and details to be finalized in the Ancillary fees protocol committee consisting of College Executive and Student council.
- Campus Manager, Ammar Atheem and VP, Palak Chawla reminded the council members to submit their reports within the deadline.

- VP, Palak Chawla asked Campus Manager, Ammar Atheem to give Ritik Sharma credentials to access the Newnham social media. Ammar will be discussing about how to proceed with the promotional information with Ritik. Ritik is also a part of the Promotions Sub-Committee. Hence, he will be in promotions loop.
- VP, Palak Chawla reminded the council to maintain the attendance at their respective sub-committees and inform the chair in case of an emergency.

3. Acceptance of Agenda for June 8, 2020

It was MOVED by Raj Raval, and SECONDED by Ritik Sharma, “that the agenda for June 8, 2020 be accepted as presented”.

3:0:0

C A R R I E D

4. Confirmation of Minutes for May 25, 2020

It was MOVED by Sonia Hoxha and SECONDED by Raj Raval, “to accept May 25, 2020 meeting minutes as presented”.

3:0:0

C A R R I E D

5. New Business

a) Updates from the Sub-Committees

- VP, Palak Chawla mentioned that the Programming Sub-Committee came up with some ideas for the fall semester and they will be finalizing them soon. They will also have to take care about the Event Charters and other documents for the upcoming Summer semester events.
- Raj Raval mentioned that the Engagement Sub-Committee is working on brainstorming ideas on how to engage more the students and they are going to discuss and bring more ideas to the table.
- Ritik Sharma announced that the Promotions Sub-Committee is going to work on creating videos for upcoming events and preparing videos for the class visits. The Sub-Committee was also thinking about organizing an online Meet & Greet to introduce the new council to the students.
- Raj Raval suggested to use the paid promotions feature on social media so that SSF will be able to reach more students and promote their events to a wider crowd and not only to the people who follow the social media. Ritik Sharma will be bringing this idea to the next Promotions Sub-Committee meeting.
- Raj Raval also suggested the subsidized items to sale for students to help them in COVID. Idea to be taken to central for further discussion over logistics and approval.

b) Grammarly Update

- VP, Palak Chawla informed the council members that she is in touch with Grammarly Business team for approval for SSF office subscription so that the whole office will be provided of the software so that everybody can have a better communication. Once she gets the quote, she will take it to Central for further discussion and approval.

c) Advocacy Issues

- VP, Palak Chawla congratulated the council members that had to deal with some advocacy issues for how they handled the matter and suggested that council members can get each other insights on some issues.

d) Monthly council report – Gentle Reminder

- Again, council members were reminded to complete their reports as soon as possible and strictly within the deadline.

e) SSF Presentation Video

- The videos submitted for their first-class presentations were good and in the future semesters the council members will have more opportunities to grow their skills.

6. Members' Reports

- VP, Palak Chawla informs council members that member's report will be due on June 10th, 2020 for the month of May.

7. Assistance needs from Manager

- Credentials for social media to be given to Ritik Sharma.
- Raj Raval proposed a subsidized food option as a temporary solution for the Food Bank and it will be further discussed.

8. Items to be Taken to the Central Level

- VP, Palak Chawla will be discussing about Ancillary Fees Winter Refunds students issues.
- VP, Palak Chawla will ask President, Krisha Amin for the final report format that council members are required to use out of two available formats.

9. Date and Time of Next Meeting

Date: Monday June 22nd, 2020

Time: 11.30 a.m.

Venue: Microsoft Teams Meeting (Invite will be sent by VP, Palak Chawla)

10. Adjournment

It was MOVED by Raj Raval, and SECONDED by Sonia Hoxha, “that no further business is to be discussed and this meeting is adjourned at 12.36 p.m.”

3:0:0

CARRIED